

**JOB DESCRIPTION
STREET DEPARTMENT
SENIOR PUBLIC WORKS INSPECTOR**

1. JOB TITLE: SENIOR PUBLIC WORKS INSPECTOR

2. DEFINITION: The Senior Public Works Inspector is a highly skilled position which requires an individual who is capable of exercising good judgment and who possesses the educational background or relevant experience as it applies to storm drainage, subdivision development, development of plans and specifications for various City projects, and inspection and monitoring of construction projects. The employee will be responsible to the Director of the Street Department. All employees are responsible to the City Manager. This position is classified as non-exempt for the purpose of the Fair Labor Standards Acts, as having no significant exposure to bloodborne pathogens, and as Safety Sensitive, the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT / JOB LOCATION:

- a. The Senior Public Works Inspector must be capable of operating a personal computer and the most current operating system, photocopier, surveying transit and level, calculator, facsimile machine, multi-line telephone system, miscellaneous office equipment and accessories customarily used in an office environment.
- b. The job location is in the Street Department, however, work is generally performed outdoors, at numerous sites within the City limits of Murfreesboro and some tasks may be required to be performed regardless of weather conditions. All City buildings and vehicles are smoke-free.

4. ESSENTIAL FUNCTIONS:

- a. Receives, reviews, verifies and records construction related documents including but not limited to plans, permits, bonds, letters of credit, estimates and complaints.
- b. Performs accurate financial calculations.
- c. Inspects, monitors, reinspects and certifies construction, primarily of grading, drainage, and erosion control measures in subdivisions and of street improvements.
- d. Works effectively with developers, contractors and City employees to resolve any problem areas arising during project construction.
- e. Records, analyzes and resolves complaints and inquiries from the public.
- f. Determines compliance with legal requirements of permits, contracts and Manual on Uniform Traffic Control Devices.
- g. Manages and administers annual construction contracts which include, but may not be limited to, the Annual City Paving Contract and the Annual Concrete and Storm Drainage Contract. The duties in the administration of these contracts include: development of plans and specifications for the contracts prior to bidding; development of annual inventories of maintenance projects; field inspection for the purpose of either accepting or rejecting the work in progress; and review and processing of pay requests.
- h. Coordinates the activities of independent contractors employed by the City for the purpose of mitigating the effects of storms and other catastrophic events.
- i. Ability to read and understand construction specifications and drawings.
- j. Possess basic knowledge of surveying practices and how they relate to construction staking.

- k. Operates an automobile for the purpose of touring construction sites, both improved and unimproved, to make on site inspections.
- l. Sit, stands, stoops and walks intermittently.

5. EXAMPLES OF OTHER WORK TO BE PERFORMED:

- a. Consults with and advises Public Works Inspectors and other city employees regarding construction standards, policies and techniques.
- b. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. High school diploma or GED required with related college or technical school education preferred.
- c. A minimum of 10 years of public works construction experience, with emphasis on roads and storm drainage required.
- d. Must possess a driver's license valid in the State of Tennessee with the ability to safely operate a motor vehicle.
- e. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- f. Submit to and pass a drug screening test.
- g. Must have legal authorization to work in the United States of America.
- h. Excellent communication skills, both written and verbal.
- i. Ability to perform visual inspections.
- j. Ability to traverse unimproved construction sites for the purpose of field inspections.
- k. Ability to administer and manage project and budget costs.
- l. Ability to access archive files and retrieve information.
- m. Ability to research information and prepare reports as directed.
- n. Good Human relations skills with the ability to communicate effectively with the public, elected officials, members of boards and commissions, department heads, other employees of the City, and employees of other government agencies.
- o. Temperament and good judgment to effectively and diplomatically deal with the public, some of whom may be irate and unreasonable.
- p. Ability to perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- q. Ability to perform accurately the duties of the job.
- r. Be available to work hours as needed or necessary.
- s. Ability to report for work on time and perform the duties of the job for a complete work day.

Non-Exempt
Safety Sensitive
August 15, 2005